

Academic Staff Senate Orientation Fall 2023

Governance structure: Shared Governance

The administration of each campus of the Wisconsin system shares the responsibilities for governing the institution with **faculty, academic staff, university staff, and students**.

- This practice is codified for faculty, academic staff and students in Chapter 36 of the Wisconsin State Statutes.
 - Chapter 36 is the legislation that created the present University of Wisconsin System (1973)
- Regent Policy document 20-20 codified this right for university staff as well in 2013.

Policies impacting Academic Staff

- There are different levels of policies:
 - Wisconsin Administrative Code (UWS portion)
 - UW Board of Regent Policies
 - UW System Policies
 - UWM Selected Academic and Administrative Policies (SAAP)
 - UWM Academic Staff Policies (ASPPP)
- A good overview of these levels can be found here: <https://www.wisconsin.edu/uw-policies/>

Policies impacting Academic Staff

Wisconsin Administrative Code – Agency UWS

- The Wisconsin Administrative Code is organized by agencies, one of which is the Board of Regents of the University of Wisconsin System (UWS)
- The UWS portion has Chapters that relate primarily to personnel issues such as appointment types, dismissal, layoff/termination, grievances, sick leave
- Many of our UWM policies reflect language found in the administrative code

http://docs.legis.wisconsin.gov/code/admin_code/uws

Policies impacting Academic Staff

Board of Regent Policies

- Regent Policy Documents derive from the policy-making authority vested in the Board by Chapter 36 of the Wisconsin Statutes. They address, but are not limited to academic policies and programs, equal opportunity, tuition and fees, housing, activities of faculty members, student activities, and trust and investment policies.
 - <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/>

Policies impacting Academic Staff

UW System Policies

- UW System Administrative Policies and Procedures (SYS) are applicable systemwide and cover academic, financial, and general administration issues. The University Personnel System Operational Policies, integrated as the SYS 1200 series, provide the framework for UW institutions, other than UW-Madison, to extend the UW Board of Regents' authority to the university workforce.
 - <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/>

Policies impacting Academic Staff

UWM Selected Academic and Administrative Policies

- SAAPs cover a mix of topics and affect and require approval by more than a single employee category
 - Academic approval matrix
 - Incomplete Grades
 - Centers/Institutes
 - Copyrights
 - Drug-free campus
 - Grade appeals
 - Personnel File Policy
 - Leave of absence

http://www4.uwm.edu/secu/policies_procedures/saapdocs/

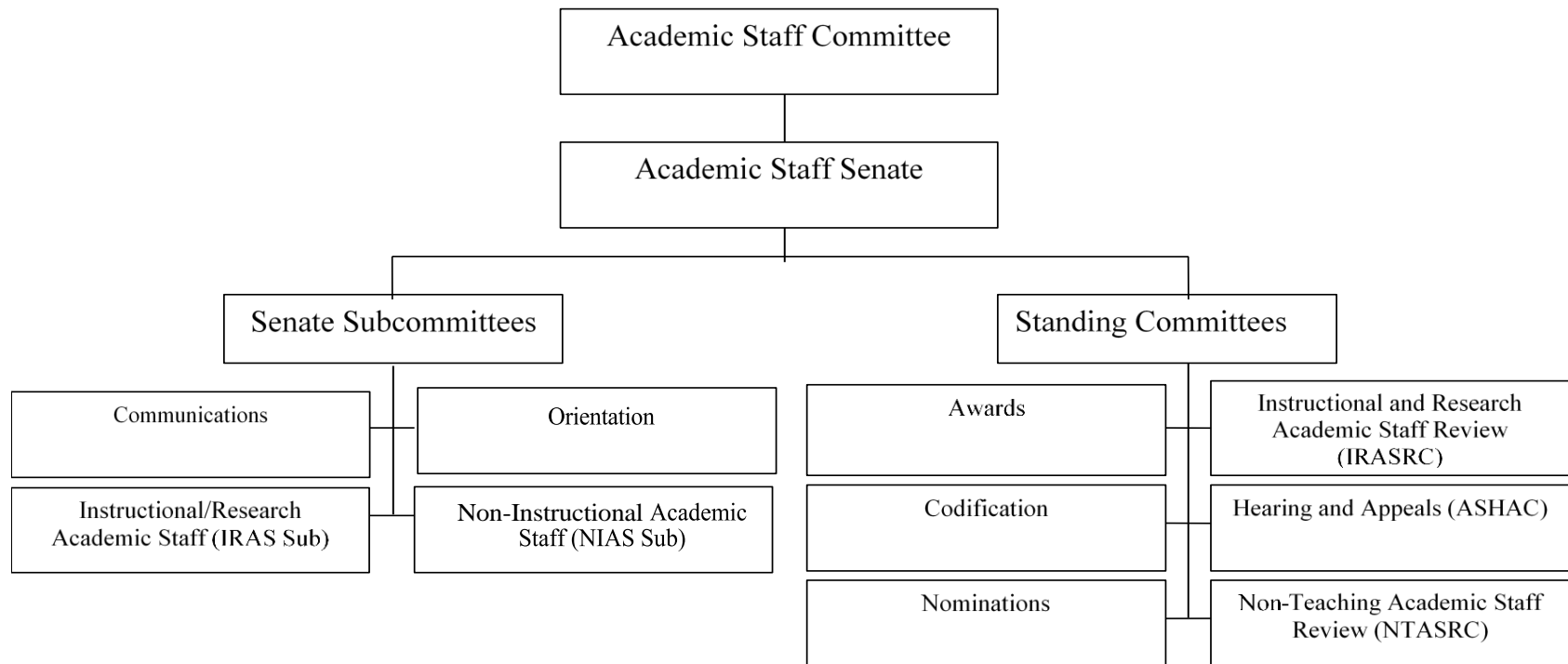
Policies impacting Academic Staff

UWM Academic Staff Personnel Policies and Procedures (ASPPP)

- The ASPPPs are the policies that govern personnel issues at UWM
 - The UWM Chapters will reflect topics similar to those in the Wisconsin Administrative Code UWS chapters, but are tailored for UWM
- Become familiar with the Chapters and where to find them (SecU website). <http://uwm.edu/secu/policies/as/>
 - 101: coverage, definitions, functional areas
 - 102: delegation of authority to the senate
 - 103: committee structure
 - 104: appointments
 - 105: performance review
 - 106: non-renewal
 - 107: promotion to indefinite status
 - 108: notice periods
 - 109: dismissal for cause
 - 110: layoff for reasons of budget or program
 - 111: complaints
 - 112: grievance
 - 113: remunerated activities, outside activities, conflicts of interest

Governance structure: UWM

Academic Staff Governance



Governance Structure: Academic Staff Committee(ASC)

The ASC serves as the Executive Committee of the Senate of the Academic Staff.

- Nine members elected at-large by the academic staff.
 - ASC membership requires at least three members from the teaching and non-teaching academic staff
 - The ASC meets on the first and third Monday of each month 9am-12 noon. An opportunity for individuals to offer public comments is available at each meeting.
 - Agendas are posted to the Academic Staff Committee page <https://uwm.edu/secu/as/asc/>

Academic Staff Senate

The **Senate of the Academic Staff** is the official governance body for the academic staff

- represents UWM academic staff
- collaborates with the Faculty Senate, the University Staff Senate, Student Government and UWM administration

It is composed of 35 members (the ASC and 26 other elected Senators).

- <https://uwm.edu/secu/wp-content/uploads/sites/122/2023/08/23-24-ASSenateRoster.pdf>

Academic Staff Senate

The AS Senate web page includes links to the Senate Bylaws, Roster, Meeting Schedule, and Agendas and Minutes, among other things.

See: <http://uwm.edu/secu/as/senate/>

Attendance

- Senate year: Sept. 1-Aug. 31
- Policy allows three missed meetings during the senate year.
 - You will receive a notice letter after missing the third meeting.
- A fourth missed meeting will result in dismissal from the Senate.

Advocacy and representing the academic staff

As a **Senator**, you

- are expected to communicate information to your constituencies and networks
 - School/College/Division/Department Academic Staff
 - Content-related workgroups
- are someone that your colleagues can use as a bridge and a source of knowledge
- are the eyes and ears for your colleagues, conveying their worries, needs, and positivity to the Senate/ASC

Committees and opportunities for involvement

- There are seven standing committees
 - ASC, Awards, Codification, Nominations, Hearing and Appeals, IRASRC, NTASRC
 - Orientation Committee will be added next year
- Membership in each committee is determined by each committee's bylaws.
- Most are elected in the spring academic staff election (fill out those preference forms)

Committees and opportunities for involvement

- There are four subcommittees
- Subcommittees have “walk-on” membership
- Always a GREAT way to get involved!!!
- If you are chairing a subcommittee, please send your meeting schedule, roster, and your agendas and minutes to the Secretary of the University’s Office for posting – send to secofunv@uwm.edu

Committees and opportunities for involvement

- There are **thirteen** Faculty Standing Committees that have Academic Staff among their membership
- Many are appointed by the ASC, some are elected in the spring election (fill out those preference forms!)
- See: <http://uwm.edu/secu/as/facstanding/>

Professional and personal growth!

- Submit your Preference Form in November
 - Committee appointments are made from these preference forms
- Participate in walk-on subcommittees
- Talk to people, network, and be that spark that get others interested!
- Speakers and topics – let us know if you have ideas
- Submit questions ahead of time
- Topics or concerns, feel free to reach out to this year's Senate chair, Sue Stalewski at sstalews@uwm.edu or Senate vice chair Kathleen Koch, kjk@uwm.edu

Gratitude

- We thank you for your commitment
- We appreciate this opportunity to work together and with UWM colleagues on shared interests and goals
- We are grateful for the chance to foster relationships with our UWM peers!

Your feedback and questions